

# Planning & Infrastructure Committee

The Committee must at all times consider its duty to Best Value, Equal Opportunities (race, religion, gender, sexual orientation, marital status and any disability), Law and Order, Health and Safety and Human Rights.

In accordance with council policy and operating at all times via the Clerk/RFO, this committee has the responsibility for the below and **The Terms of Reference for this Committee are as follows:**

**Membership of the Committee shall consist of Six(6) members with a Quorum of three (3) and has the Power to Decide/Act and Power to Spend. Meetings will be held, at times and place as the Council may direct. This will generally be at two weekly intervals (to synchronise as much as possible) with Planning dates set by Rochford District Council (RDC).**

To consider and make recommendations to the Planning Authority as authorised on the following:

- All planning applications referred to Hullbridge Parish Council by the RDC Planning Authority and all other planning matters concerning Hullbridge Parish.
- Future local plans, liaison with potential developers or any agency proposing change to the built environment will be discussed and considered by this Committee and recommendations made to Full Council.
- To be responsible for all matters relating to licensing.
- To discuss, consider and make recommendations to Full Council on Infrastructure issues including Highways, access roads, unadopted roads highways signage and amenities.
- To recommend an annual budget to the Finance Committee and in conjunction with the Clerk/RFO to monitor its functions and income/expenditure.

- Three members which includes both, the Chair and Vice Chair will make emergency decisions for items, including financial matters directly relating to the above Committee, when , for whatever reason (but only as a matter of urgency) it is not possible for the Committee to meet. During recess the Chair/Vice Chair will in conjunction with the Clerk/ RFO make decisions on behalf of the Committee. All decisions made will be reported back at the next meeting of the Committee

**DELEGATED AUTHORITY:**

To incur expenditure on behalf of the Council (where already provided within the agreed revenue budget and excluding any items incurring capital expenditure) on Training for Council Members & staff on matters connected with the Council's role and functions as a Planning Consultee.

To authorise the Parish Clerk or Assistant Clerk to take the necessary action to implement approved decisions of the Committee.

The Full Council will delegate power during the August Recess to the Clerk/Assistant Clerk to respond to any Planning Applications received during this period in consultation with two members of the Planning Committee or if necessary, an Extra Ordinary Meeting shall be called by the Chairman of the Council.